

**Year 3 Annual Report**  
**Massachusetts Small MS4 General Permit**  
**Reporting Period: July 1, 2020-June 30, 2021**

*\*\*Please DO NOT attach any documents to this form. Instead, attach all requested documents to an email when submitting the form\*\**

*Unless otherwise noted, all fields are required to be filled out. If a field is left blank, it will be assumed the requirement or task has not been completed. Please ONLY report on activities between July 1, 2020 and June 30, 2021 unless otherwise requested.*

**Part I: Contact Information**

Name of Municipality or Organization:

EPA NPDES Permit Number:

**Primary MS4 Program Manager Contact Information**

Name:  Title:

Street Address Line 1:

Street Address Line 2:

City:  State:  Zip Code:

Email:  Phone Number:

**Stormwater Management Program (SWMP) Information**

SWMP Location (web address):

Date SWMP was Last Updated:

If the SWMP is not available on the web please provide the physical address:

## Part II: Self-Assessment

First, in the box below, select the impairment(s) and/or TMDL(s) that are applicable to your MS4. Make sure you are referring to the most recent EPA approved Section 303(d) Impaired Waters List which can be found here: <https://www.epa.gov/tmdl/region-1-impaired-waters-and-303d-lists-state>

<b>Impairment(s)</b>			
<input checked="" type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Chloride	<input type="checkbox"/> Nitrogen	<input checked="" type="checkbox"/> Phosphorus
<input checked="" type="checkbox"/> Solids/ Oil/ Grease (Hydrocarbons)/ Metals			
<b>TMDL(s)</b>			
<i>In State:</i>	<input type="checkbox"/> Assabet River Phosphorus	<input type="checkbox"/> Bacteria and Pathogen	<input type="checkbox"/> Cape Cod Nitrogen
	<input type="checkbox"/> Charles River Watershed Phosphorus	<input checked="" type="checkbox"/> Lake and Pond Phosphorus	
<i>Out of State:</i>	<input type="checkbox"/> Bacteria/Pathogens	<input type="checkbox"/> Metals	<input type="checkbox"/> Nitrogen
			<input type="checkbox"/> Phosphorus
			Clear Impairments and TMDLs

Next, check off all requirements below that have been completed. **By checking each box you are certifying that you have completed that permit requirement fully.** If you have not completed a requirement leave the box unchecked. Additional information will be requested in later sections.

### Year 3 Requirements

- Inspected and screened all outfalls/interconnections (excluding Problem and Excluded outfalls)
- Updated outfall/interconnection priority ranking based on the information collected during the dry weather inspections as necessary
- Post-construction bylaw, ordinance, or other regulatory mechanism was updated and adopted consistent with permit requirements

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

The Town screened and sampled their outfalls during dry weather during Permit Year 2. All data was submitted along with the Town's Year 2 MS4 Annual Report. The Town's outfall/interconnection priority matrix was updated accordingly.

As reported in their Year 2 Annual Report, the Town of Millbury developed language to require the submission of as-built drawings and ensure the long-term operation and maintenance of stormwater treatment structures, and meet the other post-construction stormwater management regulatory requirements of the permit. This language was incorporated into the Town's Stormwater Bylaw, Chapter 13.15 of the Millbury Municipal Code, and the updates were adopted at Town Meeting on June 23, 2020. Projects approved in accordance with Millbury's Subdivision Rules and Regulations are exempt from compliance with the Town's Stormwater Bylaw. Therefore, during Permit Year 3, the Town's Subdivision Rules and Regulations were also updated to meet the post-construction stormwater management requirements of the permit. Updates were approved at a Planning Board Meeting held on May 10, 2021.

Annual Requirements

- Provided an opportunity for public participation in review and implementation of SWMP and complied with State Public Notice requirements
- Kept records relating to the permit available for 5 years and made available to the public
- The SSO inventory has been updated, including the status of mitigation and corrective measures implemented
  - This is not applicable because we do not have sanitary sewer
  - This is not applicable because we did not find any new SSOs
  - The updated SSO inventory is attached to the email submission
  - The updated SSO inventory can be found at the following website:

The updated SSO inventory is included and maintained in the Town's SWMP, which is located here: <https://www.millbury-ma.org/public-works/files/stormwater-management-plan-year-3>

- Properly stored and disposed of catch basin cleanings and street sweepings so they did not discharge to receiving waters
- Provided training to employees involved in IDDE program within the reporting period
- All curbed roadways were swept at least once within the reporting period
- Updated system map due in year 2 as necessary
- Enclosed all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Updated inventory of all permittee owned facilities as necessary
- O&M programs for all permittee owned facilities have been completed and updated as necessary
- Implemented all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implemented program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Inspected all permittee owned treatment structures (excluding catch basins)

*Optional:* If you would like to describe progress made on any incomplete requirements listed above, provide any additional information, and/or if any of the above annual requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

The Town provided training to municipal employees on IDDE outside of the reporting period. Training was conducted on September 16, 2021. The Town delayed training due to Covid with the hopes of being able to perform training in-person, but instead decided to proceed with a virtual format. The Town hopes to conduct a second in-person training before the end of Permit Year 4.

The Town continues to work to implement maintenance procedures for permittee-owned facilities. The Town conducted training on the SWPPP for the Highway Maintenance Garage virtually on September 16, 2021 along with the IDDE training.

The salt shed located at the Highway Garage is in need of repair. A Master Plan Feasibility Study is being conducted for the Highway Garage, which includes installation of a new salt shed. The Town is seeking a funding source for design and construction of the new salt shed.

The Town completed inspection of BMPs that are known to be under municipal ownership. The Town will continue to determine ownership and responsibility for maintenance of stormwater treatment structures in regulated areas, and inspect additional structures as needed. On January 15, 2021, Weston & Sampson provided training virtually on the inspection and maintenance of the Town's stormwater treatment structures. The Town's O&M Plan for municipal activities and facilities was also updated to include operation and maintenance procedures for those stormwater treatment structures installed as part of the downtown redevelopment project.

## **Bacteria/ Pathogens** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

### Annual Requirements

#### *Public Education and Outreach\**

- Annual message was distributed encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Permittee or its agents disseminated educational material to dog owners at the time of issuance or renewal of dog license, or other appropriate time
- Provided information to owners of septic systems about proper maintenance in any catchment that discharges to a water body impaired for bacteria

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

Most public education messaging has been made available on the Town's website as a result of limitations due to Covid. The Town is currently developing a plan to enhance their existing website as it relates to stormwater, and expand use of social media for public education.

## **Phosphorus** (Combination of Impaired Waters Requirements and TMDL Requirements as Applicable)

### Annual Requirements

#### *Public Education and Outreach\**

- Distributed an annual message in the spring (April/May) encouraging the proper use and disposal of grass clippings and encouraging the proper use of slow-release and phosphorus-free fertilizers
- Distributed an annual message in the summer (June/July) encouraging the proper management of pet waste, including noting any existing ordinances where appropriate
- Distributed an annual message in the fall (August/September/October) encouraging the proper disposal of leaf litter

*\* Public education messages can be combined with other public education requirements as applicable (see Appendix H and F for more information)*

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots subject to Permit part 2.3.7.a.iii.(c) to a minimum of two times per year (spring and fall)

*Potential structural BMPs*

- Any structural BMPs already existing or installed in the regulated area by the permittee or its agents was tracked and the phosphorus removal by the BMP was estimated consistent with Attachment 3 to Appendix F. The BMP type, total area treated by the BMP, the design storage volume of the BMP and the estimated phosphorus removed in mass per year by the BMP were documented.
- The BMP information is attached to the email submission
- The BMP information can be found at the following website:

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town was unable to sweep every street located within the MS4 regulated area twice during the reporting period. The Town does all of their street sweeping in-house. The Town did sweep every street at least once, and did sweep selected streets in the center of town and in areas where wash-out occurred a second time during Permit Year 3. The Town is currently beginning town-wide street sweeping for Permit Year 4 this fall, and is planning a second street sweeping in the Spring of 2022.

The Town calculated the phosphorus removal associated with BMPs installed as part of the Armory Village Revitalization Project. These calculations are being submitted with this Annual Report.

As the Town moves forward in developing their Lake Phosphorus Control Plan, they will begin to track and estimate the amount of phosphorus removed by structural BMPs existing or installed in regulated areas tributary to those receiving waters with phosphorus TMDLs, including reporting on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year in each annual report.

Since the Blackstone River is impaired for phosphorous, and does not currently have an approved TMDL, the Town is also subject to the requirements of Appendix H. Appendix H requires the Town to track and estimate the amount of phosphorus removed by structural BMPs installed as a result of the retrofit inventory conducted as part of the Phosphorus Source Identification Report required for the Blackstone River, which is due in Permit Year 4. As required by the permit, at least one structural BMP must be installed by the end of Permit Year 6. The Town will again report on BMP type, total area treated, design storage volume, and the estimated phosphorus removed in mass per year for any BMPs installed in accordance with the Phosphorus Source Identification Report.

Most public education messaging has been made available on the Town's website as a result of limitations due to Covid. The Town is currently developing a plan to enhance their existing website as it relates to stormwater, and expand use of social media for public education.

**Solids, Oil and Grease (Hydrocarbons), or Metals**

Annual Requirements

*Good Housekeeping and Pollution Prevention for Permittee Owned Operations*

- Increased street sweeping frequency of all municipal owned streets and parking lots to a schedule that targets areas with potential for high pollutant loads

- Prioritized inspection and maintenance for catch basins to ensure that no sump shall be more than 50 percent full; Cleaned catch basins more frequently if inspection and maintenance activities indicated excessive sediment or debris loadings

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

The Town developed a map entitled "Street Sweeping Areas of Concern" during Permit Year 2 that indicates those areas requiring more frequent street sweeping to meet permit requirements. The Town anticipates being able to sweep all streets located in catchments tributary to phosphorous-impaired water bodies twice per year in Permit Year 4. In Permit Year 3, the Town did sweep the downtown area and areas of wash-out a second time.

The Town is continuously working to collect the data needed to develop their Catch Basin Cleaning Optimization Plan to ensure that no catch basin sump is more than 50% full at any given time. As additional data is collected, catch basin cleaning schedules will continue to be adjusted accordingly to meet this requirement as resources allow. Catch basins in catchment areas tributary to water bodies impaired for solids, oil and grease will be prioritized for inspection and maintenance in that plan.

### **Lake and Pond Phosphorus TMDL**

- Completed the funding source assessment

*Optional:* If you would like to describe progress made on any incomplete requirements listed above or provide any additional details, please use the box below:

*Optional:* Use the box below to provide any additional information you would like to share as part of your self-assessment:

### Part III: Receiving Waters/Impaired Waters/TMDL

Have you made any changes to your lists of receiving waters, outfalls, or impairments since the NOI was submitted?

- Yes  
 No

If yes, describe below, including any relevant impairments or TMDLs:

The list of outfalls and their receiving waters were updated during Permit Year 2 as part of the completed dry-weather outfall screening and sampling. The updated list of receiving waters and outfalls is included in Section 1 of the Town's SWMP. During the reporting period, the list was updated to more accurately reflect outfall ownership and regulated status.

## Part IV: Minimum Control Measures

Please fill out all of the metrics below. If applicable, include in the description who completed the task if completed by a third party.

### MCM1: Public Education

Number of educational messages completed **during this reporting period:**

Below, report on the educational messages completed **during this reporting period**. For the measurable goal(s) please describe the method/measures used to assess the overall effectiveness of the educational program.

#### **BMP: Website - Be a "Leaf Hero"**

Message Description and Distribution Method:

The Town maintained a webpage entitled "Be a Leaf Hero" during the reporting period, which provides multiple tips for residents to properly control leaf litter and includes information from ThinkBlue Massachusetts. The website is located at this link: <https://www.millbury-ma.org/public-works/pages/be-leaf-hero>

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

By posting this information to their website, the Town made it readily accessible year-round. The exact number of times the flyer was viewed is unknown.

Message Date(s):

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

#### **BMP:Flyer - Be Septic Smart**

Message Description and Distribution Method:

The Town maintained the SepticSmart flyer developed by EPA on its stormwater website during the reporting period. The flyer can be found at this link: [https://www.millbury-ma.org/sites/g/files/vyhlif4706/f/uploads/septic\\_smart\\_flyer.pdf](https://www.millbury-ma.org/sites/g/files/vyhlif4706/f/uploads/septic_smart_flyer.pdf)

Targeted Audience:

Responsible Department/Parties:

Measurable Goal(s):

The flyer was accessible to all Millbury residents throughout the reporting period. The exact number of times

the flyer was viewed is unknown.

Message Date(s): FY2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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### **BMP: Pet Waste Flyer**

Message Description and Distribution Method:

The Town maintained a flyer developed by the ThinkBlue Massachusetts campaign entitled "Do Your Doody for Clean Water" on its stormwater webpage during the reporting period. This flyer encourages residents to pick up after their dogs and explains the negative impact dog waste can have on water quality. The flyer can be found at the following link: <https://www.millbury-ma.org/town-manager/files/residential-pet-waste-0>

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

This flyer was posted to the Town's website, making it accessible year-round. The exact number of times the flyer was viewed is unknown.

Message Date(s): FY2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

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### **BMP: Flyer - Lawn and Garden Tips**

Message Description and Distribution Method:

The Town maintained a flyer on its website entitled "Lawn & Garden Tips" during the reporting period, which provides multiple tips for residents to properly apply fertilizers, handle grass clippings, and maintain a healthy yard while mitigating stormwater pollution. The flyer is located at following link: <https://www.millbury-ma.org/public-works/files/stormwater-business-lawn-garden>

Targeted Audience: Residents

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

While the flyer was maintained throughout the permit year, the exact number of times the page was visited is unknown.

Message Date(s): FY2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP:Flyer - Runoff at Gas Stations**

## Message Description and Distribution Method:

The Town posted a flyer developed as part of the ThinkBlue Massachusetts campaign specifically targeting stormwater runoff at gas stations. The flyer also provides tips to mitigate pollution caused by operations at the facility. The flyer can be found at the following link: <https://www.millbury-ma.org/public-works/files/stormwater-gas-stations>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW Operations

## Measurable Goal(s):

These messages were posted to the Town's website, making them accessible to interested parties year-round. The exact number of interactions with the website is unknown.

Message Date(s): FY2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

**BMP: Flyer - Construction Site Stormwater Pollution**

## Message Description and Distribution Method:

The Town posted two flyers developed through the ThinkBlue Massachusetts educational campaign specifically targeting developers and construction site operators to its stormwater website during the reporting period. The flyers discuss reducing stormwater runoff during construction and sediment & erosion control. The flyers can be found at the following link: <https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

Targeted Audience: Developers (construction)

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

These flyers were made accessible to developers interested in building in Millbury throughout the reporting period. The exact number of times the flyers were viewed is unknown.

Message Date(s): FY2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

### **BMP:Flyers**

Message Description and Distribution Method:

The Town posted two flyers developed by ThinkBlue Massachusetts specifically targeted to businesses, institutions, and commercial facilities on its stormwater website during the reporting period. The subject of the flyers include parking lot maintenance and proper waste disposal. The flyers can be found at the following link: <https://www.millbury-ma.org/public-works/pages/ms4-stormwater>

Targeted Audience: Businesses, institutions and commercial facilities

Responsible Department/Parties: DPW Operations

Measurable Goal(s):

This flyer was posted to the Town's website and accessible to businesses, institutions, and commercial facilities throughout the permit term. The exact number of times the flyers were viewed is unknown.

Message Date(s): FY2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

### **BMP: Flyers - Green Infrastructure**

Message Description and Distribution Method:

The town posted two flyers/ fact sheets about green infrastructure to support its Downtown Redevelopment Project during Year 3. One flyer focused on the safety and environmental benefits of curb bump-outs, while the other provided information to residents about small scale BMPs, like rain barrels, bioretention areas, and pervious pavers, that can be implemented on residential properties to improve water quality.

Targeted Audience: Residents

Responsible Department/Parties: Engineering

Measurable Goal(s):

This information was made available to all interested residents during the reporting period. The exact number of times these flyers were viewed is unknown.

Message Date(s): FY2021

Message Completed for: Appendix F Requirements  Appendix H Requirements

Was this message different than what was proposed in your NOI? Yes  No

If yes, describe why the change was made:

Add an Educational Message

## MCM2: Public Participation

Describe the opportunity provided for public involvement in the development of the Stormwater Management Program (SWMP) **during this reporting period:**

The Town's Year 3 SWMP has been updated and is posted to the Town's website. The Town makes their SWMP available for public review year round on their website, and at Town Hall and at the Municipal Garage. In addition to posting the written SWMP on the Town's website, a presentation on the Town's efforts during Permit Year 3 to comply with the MS4 Permit were given at a public meeting of the Select Board on June 22, 2021. The presentation included background information on the MS4 Permit, a summary of Year 3 accomplishments and a look ahead to items planned for compliance in Year 4.

Was this opportunity different than what was proposed in your NOI? Yes  No

Describe any other public involvement or participation opportunities conducted **during this reporting period:**

Millbury provided multiple opportunities for public involvement and participation during the reporting period. The DPW continues to collect yard waste and brush in the fall and the spring, setting up a chipper and allowing residents to drop off brush for half a day on Saturday four times per year. Yard waste disposal is available at the Transfer Station on Tuesday through Saturday, 7am to 3:30pm for residents with stickers, is free to the elderly, and prevents significant amounts of grass clippings, leaf litter, and other potential contaminants from entering the MS4.

During Permit Year 3, the Town completed construction on Phase 1 of the Armory Village Revitalization Project, which includes redevelopment of the downtown area, and the Millbury Planning Department held many meetings to discuss Phase 2 of the Armory Village Revitalization Project. A project summary was posted on the Town's website to educate the public on the existing conditions, proposed scope, and the aesthetic and environmental benefits of the project. Project design updates were posted to the Town's website

throughout the design process on the following dates: 3/17/2021, 3/23/2021, 5/3/2021 and 5/26/2021. In addition to design updates, cost estimate updates were released to the public on 3/18/2021, 3/23/2021, and 5/26/2021. On January 27, 2021 a Community Forum meeting was held virtually to discuss the project scope and provide residents with an opportunity to ask questions, and voice their comments and concerns. Another method utilized to involve residents in the planning process including holding "Downtown Focus Group Meetings" to allow for residential input on the project. These meetings discussed the project scope, cost saving measures, residents ideas, and residential concerns. Six (6) focus group meetings occurred virtually on the following dates: 11/18/2020, 12/16/2020, 3/2/2021, 3/31/2021, 4/28/2021 and 5/26/21. In addition to holding public meetings, information about the project was posted to the Town's website at this link: <https://www.millbury-ma.org/planning-development/pages/armory-village-revitalization-project> . This website includes links to the educational flyers about Green Infrastructure that are discussed above.

Millbury continued to participate in the Central Massachusetts Regional Stormwater Coalition (CMRSWC), which ran an educational advertising campaign through ThinkBlue Massachusetts from May 17 to June 4, 2021. Facebook and Instagram sponsored videos and YouTube pre-roll ads were used to help viewers visualize how trash, pet waste, and motor oil become stormwater pollution. This video was also distributed in Spanish. While ad impressions targeted members of all communities in the CMRSWC, 5,724 Facebook and Instagram ad impressions and 14,222 YouTube ad impressions can be attributed to Millbury residents. The Spanish translation of the video was viewed 2,420 times. The ad campaign was followed by a survey of residents in all targeted communities-- those who remembered seeing the ad were more likely to know that stormwater pollution ends up in local waterways and more likely to consider polluted runoff a serious environmental threat.

### **MCM3: Illicit Discharge Detection and Elimination (IDDE)**

#### **Sanitary Sewer Overflows (SSOs)**

*Check off the box below if the statement is true.*

This SSO section is NOT applicable because we DO NOT have sanitary sewer

*Below, report on the number of SSOs identified in the MS4 system and removed **during this reporting period**.*

Number of SSOs identified:

Number of SSOs removed:

#### **MS4 System Mapping**

*Optional: Provide additional status information regarding your map:*

Millbury completed its Phase I map as required during Permit Year 2. During Permit Year 3, the Town installed 13 stormwater treatment structures of varying types, and updated drainage piping on Elm Street and South Main Street. These stormwater treatment structures and associated piping were updated on the Town's MS4 Map. The MS4 map will continue to be updated as necessary as any unmapped or incorrectly mapped stormwater infrastructure is encountered during field investigations, and as new infrastructure is constructed, especially during Phase 2 of the Armory Village Revitalization Project.

**Screening of Outfalls/Interconnections**

*If conducted, please submit any outfall monitoring results from this reporting period. Outfall monitoring results should include the date, outfall/interconnection identifier, location, weather conditions at time of sampling, precipitation in previous 48 hours, field screening parameter results, and results from all analyses. Please also include the updated inventory and ranking of outfalls/interconnections based on monitoring results.*

- No outfalls were inspected
- The outfall screening data is attached to the email submission
- The outfall screening data can be found at the following website:

*Below, report on the number of outfalls/interconnections screened **during this reporting period**.*

Number of outfalls screened:

*Below, report on the percent of outfalls/interconnections screened **to date**.*

Percent of outfalls screened:

*Optional: Provide additional information regarding your outfall/interconnection screening:*

All initial dry weather outfall/interconnection screening and sampling was completed during Permit Year 2. Some follow-up dry weather outfall screening and wet weather outfall sampling was conducted upon completion of Phase 1 of the Armory Village Revitalization Project, which incorporated various stormwater treatment structures in downtown Millbury. Outfall inspection, and where flowing, sampling data, was collected for three outfalls which collect flow from the downtown area.

**Catchment Investigations**

*If conducted, please submit all data collected during this reporting period as part of the dry and wet weather investigations. Also include the presence or absence of System Vulnerability Factors for each catchment.*

- No catchment investigations were conducted
- The catchment investigation data is attached to the email submission
- The catchment investigation data can be found at the following website:

*Below, report on the number of catchment investigations completed **during this reporting period**.*

Number of catchment investigations completed this reporting period:

*Below, report on the percent of catchments investigated **to date**.*

Percent of total catchments investigated:

*Optional: Provide any additional information for clarity regarding the catchment investigations below:*

Very limited wet weather outfall sampling and no catchment investigations were completed during the Year 3 reporting period. Catchment investigations will commence and wet weather outfall sampling will continue during Permit Year 4.

**IDDE Progress**

*If illicit discharges were found, please submit a document describing work conducted over this reporting period, and cumulative to date, including location source; description of the discharge; method of discovery; date of discovery; and date of elimination, mitigation, or enforcement OR planned corrective measures and schedule of removal.*

- No illicit discharges were found
- The illicit discharge removal report is attached to the email submission
- The illicit discharge removal report can be found at the following website:

*Below, report on the number of illicit discharges identified and removed, along with the volume of sewage removed **during this reporting period.***

Number of illicit discharges identified:

Number of illicit discharges removed:

Estimated volume of sewage removed:  gallons/day

*Below, report on the total number of illicit discharges identified and removed to date. At a minimum, report on the number of illicit discharges identified and removed **since the effective date of the permit (July 1, 2018).***

Total number of illicit discharges identified:

Total number of illicit discharges removed:

*Optional:* Provide any additional information for clarity regarding illicit discharges identified, removed, or planned to be removed below:

**Employee Training**

Describe the frequency and type of employee training conducted **during this reporting period:**

The Town provided training to municipal employees on IDDE outside of the reporting period. Training was conducted on September 16, 2021. The Town delayed training due to Covid with the hopes of being able to perform training in-person, but instead decided to proceed with a virtual format. The Town hopes to conduct a second in-person training before the end of Permit Year 4.

The Town conducted training on the SWPPP for the Highway Maintenance Garage virtually on September 16, 2021 along with the IDDE training.

On January 15, 2021, Weston & Sampson provided training virtually on the inspection and maintenance of the Town's stormwater treatment structures. The Town's O&M Plan for municipal activities and facilities was also updated to include operation and maintenance procedures for those stormwater treatment structures installed as part of the downtown redevelopment project.

### MCM4: Construction Site Stormwater Runoff Control

*Below, report on the construction site plan reviews, inspections, and enforcement actions completed during this reporting period.*

Number of site plan reviews completed:

Number of inspections completed:

Number of enforcement actions taken:

*Optional:* Enter any additional information relevant to construction site plan reviews, inspections, and enforcement actions:

During Permit Year 3, there were three (3) Definitive Subdivision Plan reviews, two (2) Multi-Family Special Permit reviews, one (1) Adaptive Reuse Special Permit review, eight (8) Stormwater Permit reviews, five (5) Site Plan reviews, one (1) Open Space Community Permit review, and one (1) Accessory Dwelling Special Permit review. There were 69 inspections conducted of stormwater control measures on these sites and on sites for projects that were permitted in the years prior to the reporting period.

### MCM5: Post-Construction Stormwater Management in New Development and Redevelopment

#### As-built Drawings

*Below, report on the number of as-built drawings received during this reporting period.*

Number of as-built drawings received:

*Optional:* Enter any additional information relevant to the submission of as-built drawings:

As-built drawings were submitted to the Town for six (6) projects including four (4) with Stormwater Permit Reviews.

#### Street Design and Parking Lots Report

Describe the status of the street design and parking lots assessment due in year 4 of the permit term, including any planned or completed changes to local regulations and guidelines:

The Town is working to complete its street design and parking lots assessment. The assessment will be complete within 4 years of the permit effective date.

### **Green Infrastructure Report**

Describe the status of the green infrastructure report due in year 4 of the permit term, including the findings and progress towards making the practice allowable:

The Town is working to develop its green infrastructure report. The report will be complete within 4 years of the permit effective date.

### **Retrofit Properties Inventory**

Describe the status of the inventory, due in year 4 of the permit term, of permittee-owned properties that could be modified or retrofitted with BMPs to mitigate impervious areas and report on any properties that have been modified or retrofitted:

The Town is working to compile an inventory of municipal properties that could be retrofitted with BMPs. The inventory will be complete within 4 years of the permit effective date.

## **MCM6: Good Housekeeping**

### **Catch Basin Cleaning**

*Below, report on the number of catch basins inspected and cleaned, along with the total volume of material removed from the catch basins **during this reporting period.***

Number of catch basins inspected:

Number of catch basins cleaned:

Total volume or mass of material removed from all catch basins:

*Below, report on the total number of catch basins in the MS4 system.*

Total number of catch basins:

*If applicable:*

Report on the actions taken if a catch basin sump is more than 50% full during two consecutive routine inspections/cleaning events:

As previously reported, the Town is still working to collect additional data to develop their Catch Basin Optimization Plan to ensure that no sump is ever more than 50% full. Once all the information needed is collected and analyzed, the Town will develop a catch basin cleaning schedule that meets the permit requirements assuming adequate resources exist for implementation. The Town is also working to develop an electronic inspection form so that catch basin inspection and cleaning data collected can be integrated into the Town's Drainage GIS. The Town hopes to have this implemented by the end of Permit Year 4.

### **Street Sweeping**

Report on street sweeping completed **during this reporting period** using one of the three metrics below.

- Number of miles cleaned:
- Volume of material removed:  [Select Units]
- Weight of material removed:  [Select Units]

**Stormwater Pollution Prevention Plan (SWPPP)**

Below, report on the number of site inspections for facilities that require a SWPPP completed **during this reporting period**.

Number of site inspections completed:

Describe any corrective actions taken at a facility with a SWPPP:

Quarterly inspections were completed for the Transfer Station and the DPW Facility with one inspection at each facility occurring during a wet weather event as required by the permit. Recommendations were made as part of each SWPPP that the Town is working to address in accordance with the timelines identified in each SWPPP. This includes the feasibility study that was conducted for the Salt Shed. As discussed, the Town is working to allocate funds to design and construct a new salt shed.

**Additional Information**

**Monitoring or Study Results**

*Results from any other stormwater or receiving water quality monitoring or studies conducted during the reporting period not otherwise mentioned above, where the data is being used to inform permit compliance or permit effectiveness must be attached.*

- Not applicable
- The results from additional reports or studies are attached to the email submission
- The results from additional reports or studies can be found at the following website(s):

If such monitoring or studies were conducted on your behalf or if monitoring or studies conducted by other entities were reported to you, a brief description of the type of information gathered or received shall be described below:

**Additional Information**

*Optional:* Enter any additional information relevant to your stormwater management program implementation during the reporting period. Include any BMP modifications made by the MS4 if not already discussed above:

### **COVID-19 Impacts**

*Optional:* If any of the above year 3 requirements could not be completed due to the impacts of COVID-19, please identify the requirement that could not be completed, any actions taken to attempt to complete the requirement, and reason the requirement could not be completed below:

### **Activities Planned for Next Reporting Period**

Please confirm that your SWMP has been, or will be, updated to comply with all applicable permit requirements including but not limited to the year 4 requirements summarized below. (Note: impaired waters and TMDL requirements are not listed below)

Yes, I agree

- Develop a report assessing current street design and parking lot guidelines and other local requirements within the municipality that affect the creation of impervious cover
- Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist
- Identify a minimum of 5 permittee-owned properties that could potentially be modified or retrofitted with BMPs to reduce impervious areas

### **Annual Requirements**

- Annual report submitted and available to the public
- Annual opportunity for public participation in review and implementation of SWMP
- Keep records relating to the permit available for 5 years and make available to the public
- Properly store and dispose of catch basin cleanings and street sweepings so they do not discharge to receiving waters
- Annual training to employees involved in IDDE program
- Update inventory of all known locations where SSOs have discharged to the MS4
- Continue public education and outreach program
- Update outfall and interconnection inventory and priority ranking and include data collected in connection with the dry weather screening and other relevant inspections conducted
- Implement IDDE program
- Review site plans of construction sites as part of the construction stormwater runoff control program

- Conduct site inspection of construction sites as necessary
- Inspect and maintain stormwater treatment structures
- Log catch basins cleaned or inspected
- Sweep all curbed streets at least annually
- Continue investigations of catchments associated with Problem Outfalls
- Implemented SWPPPs for all permittee owned or operated maintenance garages, public works yards, transfer stations, and other waste handling facilities
- Review inventory of all permittee owned facilities in the categories of parks and open space, buildings and facilities, and vehicles and equipment; update if necessary
- Review O&M programs for all permittee owned facilities; update if necessary
- Implement all maintenance procedures for permittee owned facilities in accordance with O&M programs
- Implement program for MS4 infrastructure maintenance to reduce the discharge of pollutants
- Enclose all road salt storage piles or facilities and implemented winter road maintenance procedures to minimize the use of road salt
- Review as-built drawings for new and redevelopment to ensure compliance with post construction bylaws, regulations, or regulatory mechanism consistent with permit requirements
- Inspect all permittee owned treatment structures (excluding catch basins)

Provide any additional details on activities planned for permit year 4 below:

## Part V: Certification of Small MS4 Annual Report 2021

### 40 CFR 144.32(d) Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

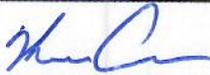
Name:

Keith Caruso

Title:

DPW Supervisor

Signature:



Date:

9/28/21

*[Signatory may be a duly authorized representative]*